



## City of Manitou Springs Job Description

The City of Manitou Springs seeks candidate for the position of Director **of Planning**. This notice is being posted pursuant to City Personnel regulations.

**Posting Date:** November 21, 2005

**Closing Date:** January 2, 2006

**Position:** Director of Planning

**Salary:** \$60-75,000

**Benefits** Health, Life & Dental Insurance, Paid Vacation & Sick Leave, PERA Pension Plan.

### **Description of Work**

Under general direction of the City Administrator, performs a variety of duties to include supervisory, technical, and administrative tasks such as planning, budgeting, coordinating and directing the overall operations and activities within the Planning Department. The City's Vision Plan, Zoning Ordinance, Subdivision Regulations, Historic Preservation Ordinance, Sign Ordinance and Building Permit Application Review are administered and enforced by the Planning Department.

### **Duties - Examples of Work**

The following duties are illustrative:

- 1) Supervises the Department's staff in accordance with organization's policies and applicable laws: sets Department policy, maintains communication, sets work schedules and develops department work plan, assigns tasks, instructs and trains staff. Handles employee issue resolution, administers the Personnel Code and conducts annual performance evaluations of the Department staff.
- 2) Develops, implements and monitors the annual budget for the Planning Department and approves departmental expenditures and invoices for reimbursement of costs.
- 3) Administers or supervises the administration of the City's Plans and Land Use Codes and related policies. Supervises and/or participates in land use application pre-planning meetings, application assessment, processing, and review to include distribution. Supervises and/or participates in case follow-up concerning conditions and final preparation for recording. Participates in major project review.
- 4) Attends, or assigns staff, to attend City Council, Planning Commission, Historic Preservation Commission, Open Space Advisory Committee meetings and other meetings and work sessions as required. Provides assistance, supervision and education for citizen commissions. Works with the Planner, the Administrative Assistant, and the Commission Chair to set and post commission agendas.
- 5) Responsible for performing or assigning site plan and land use code evaluations in response to Building Permit application requests.
- 6) Updates City maps, including the street map.

- 7) Performs analysis of all development codes and guidelines. Evaluates and recommends revisions to the plans and land use codes. Works with the Planner and/or Consultants to help draft ordinance changes.
- 8) Supervises all record keeping within the department. Responsible for design/implementation of all forms, checklists and systems, both automated and manual, used by the department.
- 9) Coordinates reviews of Plans for Commission and City Council approval. Oversees and develops long range plans and planning documents; reports on information relating to growth and development trends and land use issues.
- 10) Reviews and prepares comments on development applications in the region which may have an effect on the city of Manitou springs.
- 11) Assists the Finance Director and the Public Services Director in the development of the Capital Improvements Program of the City.
- 12) Works with the City Administrator and the City Attorney to help acquire open space land, park land, and land or easements for trails.
- 13) Responsible for implementation and update of the City's annexation policies and programs.
- 14) Responds to inquiries over the phone and in person regarding planning and zoning matters. Provides general advice to property owners and developers. Provides other information to the public as may be required.
- 15) Serves as the City or Department's representative on various regional advisory boards and other public and private entities such as Pikes Peak Area Council of Governments, Colorado Department of Transportation, Pikes Peak Regional Building Department, and others as may be necessary or assigned.
- 16) Administers, directs and provides staff availability for enforcement of the municipal land use codes.
- 17) Coordinates activities within the City to include participation in meetings and coordination of projects, including open space and trail planning. Helps to develop City plans relating to such efforts.
- 18) Serves as a member of the City Management Team.
- 19) Assists the City Administrator in the preparation of applications for grant funding for projects developed or coordinated by the department.
- 20) Special projects as may be assigned by the City Administrator.

**Qualifications. Skills. Abilities**

Knowledge of technical, practical and philosophical factors that influence urban development; and of the legal, economic, environmental and social aspects of community development. Extensive knowledge of state and local planning, including current and long range planning.

Knowledge of master plan development process, environmental planning elements, design standards and various regulatory techniques. Ability to read and evaluate design plans, professional journals, financial reports, and legal documents.

Strong knowledge of computers and ability to generate menus, correspondence and reports. Basic familiarity with computerized planning tools, such as ArcGIS, desired.

Familiarity and experience with grant writing and grant administration.

Ability to communicate effectively, both verbally and in writing. Emphasis on ability to work with people in difficult situations; conflict resolution.

Experience and interest in working with citizen advisory boards.

Ability to establish and maintain working relationships with employees, elected and appointed officials, the public and other public agencies.

Ability to interact with the public and evaluate special interests in a political process.

Ability to work and think independently and to use logic along with all of the known facts to render appropriate decisions and direction in administrative matters.

**Experience and Training**

Any combination of education and experience equivalent to a Bachelors degree in urban planning, urban design, natural resource planning, landscape architecture, community development, or a related field, plus five-seven years progressively responsible public planning work, including staff supervision. Master's degree desirable.

**Special Requirements**

Possession of a valid driver's license; Membership in the American Institute of Certified Planners.

**Work Schedule. Hours**

Normal department hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Attendance at three night meetings per week is often required. Occasional attendance of weekend Worksessions or training sessions may be required.

**Pay Grade**

This position is FLSA exempt. Pay range is from \$60-75,000 annually.

**Working Conditions**

Office environment with some field-work required. May take occasional trips to external locations experiencing exposure to weather elements and construction site risks. Ability to sit for extended periods. Ability to lift and carry office supplies and small equipment on an occasional basis. Ability to participate in and respond to routine conversation in person or via telephone, and distinguish telephone, printers, computers and other auditory tones. Visual and physical ability to work on computers and operate a passenger vehicle for substantial amounts of time.

Send resume outlining experience and credentials to: Carol Lawson, City Clerk, City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, CO 80829. Applications accepted until January 2, 2006. A City of Manitou Springs employment application and criminal background check required prior to employment Physical/drug test screening may be required. The City of Manitou Springs is an BOB/ADA employer.

**Posted: 11/21/05**